



Communications

## CELLULAR TELEPHONE SYSTEM MANAGEMENT

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This instruction applies to all 4 ASOG units. It applies to United States Air Force Reserve and Air National Guard units assigned to support 4 ASOG operations. **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**

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## Chapter 1

### EXPLANATION

The mission of the 4th Air Support Operations Group (ASOG) is to provide air-land commanders the capability to exploit air and space through air liaison services and the control of airpower. Accomplishment of this mission requires continuous training with live aircraft throughout the central region of Germany. To ensure the safety of group personnel, and the greatest efficiency of training resources, the 4 ASOG has procured cellular telephones (CT) for use by personnel conducting training operations and administrative duties away from the unit's garrison location. This instruction provides users with guidance on use, command and control, and auditing procedures for CTs within the unit.

## Chapter 2

### POLICY AND PROCEDURES

**2.1 Policy for use of CTs.** CTs are for official government administrative business only. Following are examples of authorized uses of CTs in 4 ASOG:

**2.1.1** Coordinating close air support training between units in the field and the Air Support Operations Center (ASOC).

**2.1.2.** Passing weather reports between units in the field and the ASOC or other Tactical Air Control Parties (TACP).

**2.1.3.** Long distance commuting by geographically separated units performing official business.

**2.1.4.** When driving outside the local area during periods of bad weather.

**2.2 Security Concerns.** CTs are not secure devices and are subject to monitoring. **DO NOT** discuss classified or sensitive information on CTs.

**2.2.1.** Units will implement a user training program to ensure operators are familiar with equipment operation, OPSEC vulnerabilities, and user consent of monitoring.

**2.3. Equipment Accountability.** Units will develop procedures for maintaining positive control of CTs at all times.

**2.3.1.** CT equipment will be issued to the unit NCOIC.

**2.3.2.** CT equipment will be signed out to individual users on AF Form 1297, Temporary Issue Receipt, or a squadron-approved document.

**2.3.3.** Users will have a means of securing CTs when not in use.

**2.4. CT Program Administration.** Squadrons will designate a unit CT manager, and each detachment will designate a CT monitor to manage the equipment and oversee the auditing process.

**2.4.1.** Units will ensure proper logging of all calls made on unit CTs using AF Form 1072, Authorized Long Distance Telephone Calls. Logs will be maintained with the CT for a calendar month then forwarded to the squadron CT manager.

**2.4.2.** Squadron CT monitors will compare AF Form 1072, Authorized Long Distance Telephone Calls, with monthly itemized phone bills to ensure all calls are for government administrative business and were properly logged. Report any violations to the unit commander for appropriate action.

**2.4.3.** All documentation will be maintained for review during the group SAV or IG inspections, unless otherwise advised by competent authorities.

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